

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Responsible Office	NAVPERSCOM (PERS-662)	Phone:	DSN	882-4394
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References	SECNAVINST 1754.5A OPNAVINST 1754.2B BUMEDINST 1300.2
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1. **Policy.** Detailing authorities are sensitive to hardships that confront Navy families, and difficulties imposed by the long absence of members from their families.

a. Emergency leave normally allows sufficient time to address family problems; however, when a family situation requires more time to resolve than leave can provide, reassignment for humanitarian reasons may be requested.

b. When a problem cannot be resolved in a reasonable time frame due to a long-term medical or special education need of a family member, the member will enroll in the Exceptional Family Member (EFM) Program.

c. Enrollment in the EFM Program is mandatory. The individual enrolled must be an authorized family member who resides with the member and who has a physical, intellectual or emotional disability, or long-term chronic medical condition that requires special medical or educational services. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. Additional information regarding the EFM Program can be found in SECNAVINST 1754.5A and OPNAVINST 1754.2B.

d. The location and timing of an assignment of a member with an EFM will be carefully managed. Officer and enlisted detailers will work with the Navy member to develop a career path that permits normal sea/shore rotation.

e. While not always feasible, every attempt will be made to match career and special family needs. The EFM Program **does not**

preclude members from sea duty, normal sea/shore rotation, or accepting unaccompanied tours.

2. Background

a. The Exceptional Family Member (EFM) Program was established in compliance with the Individuals with Disabilities Education Act (IDEA) and Department of Defense (DOD) policy which requires early intervention, special education, and related services for children with disabilities attending, or eligible to attend, DOD schools overseas.

b. In September 1988 the Navy expanded the EFM Program **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the member who have a physical, intellectual, or emotional disability, or long-term chronic medical condition that requires special medical or educational services.

c. Enrollment in the EFM Program ensures confirmation of the availability of medical, early intervention, or special education services at overseas locations; ensures availability of medical services at isolated continental United States (CONUS) locations; identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and identifies members eligible for homesteading.

3. Enrollment Procedures. Members shall enroll using DD 2792 (3-00), Exceptional Family Member Medical and Educational Summary, and appropriate addenda. Forms are available from the command point of contact (POC) or the medical treatment facility (MTF) EFM coordinator who will assist the member with the enrollment process. The form is also available on the Internet at <http://web1.whs.osd.mil/forms/DD2792.pdf>

a. **DD FORM 2792 Application**. To be completed and signed by the member or spouse and verified by an MTF EFM coordinator. A personal note/additional information may be included.

(1) **Addendum A (Medical Summary)**. To be completed and signed by a medical provider, military or civilian, if the family member has a physical disability or long-term chronic medical condition. A signed Medical Summary must be included for all children, even when no medical condition is apparent.

(2) **Addendum A-1 (Asthma/Reactive Airway Disease Summary)**. To be completed and signed by a medical provider, military or civilian, if the family member has a history of asthma or reactive airway disease.

(3) **Addendum A-2 (Mental Health Summary)**. To be completed by the mental health provider, military or civilian, if the family member has a history associated with mental health.

(4) **Addendum B (Special Educational/Early Intervention Summary)**. To be completed and signed by an early intervention or school official. A legible copy of the current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) must be submitted. A letter or report from the school may be included. If enrolling a school-age child with medical needs only, page 1 of the Special Education Worksheet must be endorsed by a school official to confirm that special education is not required.

b. Members must review the form and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

c. If the member is stationed within an area serviced by a MTF, the MTF EFM coordinator will forward the form, addenda, and any accompanying documents, after reviewing them for accuracy and completeness, to the appropriate Central Screening Committee (CSC).

d. If the member is stationed within an area not serviced by a MTF and a civilian physician completes the forms, the member may forward the EFM forms directly to the appropriate CSC.

4. **Submission Procedures.** EFM enrollment applications will be forwarded to one of the following CSCs based on the member's current duty location.

a. For members with EFMs who reside east of the Mississippi; in the European, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:

EFM Central Screening Committee (Code 0505A)
Exceptional Family Member Program
Naval Medical Center
620 John Paul Jones Circle
Portsmouth, VA 23708-5900

b. For members with EFMs who reside west of the Mississippi in CONUS and Alaska:

EFM Central Screening Committee
Naval Medical Center Suite 100
34520 Bob Wilson Drive
San Diego, CA 92134-2100

c. For members with EFMs who reside in countries in the South Pacific, Asia, and Hawaii:

EFM Central Screening Committee
U.S. Naval Hospital Yokosuka
PSC 475, Box 1, Code 342
FPO AP 96350-1600

d. MTF health care providers will refer family members for EFM Program enrollment whenever a condition is identified that warrants enrollment (BUMEDINST 1300.2 contains a list of enrollment conditions). This may occur during routine healthcare, suitability screening, or when an individual self-identifies a condition.

e. The CSC will promptly review the EFM applications; recommend enrollment/non-enrollment and an EFM category, and forward the application to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-662F) for final action.

f. Further program guidance and general information can be obtained by contacting the EFM Program manager at the following address and phone numbers:

Navy Personnel Command
Exceptional Family Member Program (PERS-662F)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (800) 527-8830
COMM: (901) 874-4391
DSN: 882-4391

5. **Categories.** The CSC validates that enrollment is appropriate and recommends one of the following categories:

a. **Category 1.** Enrollment for monitoring purposes for medical or educational needs.

b. **Category 2.** Limited overseas/remote CONUS assignments. Care is usually available at most locations, except for some isolated CONUS/overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

c. **Category 3.** No overseas assignments. The EFM's medical condition/educational needs preclude assignment to overseas locations where services to meet those needs are not available.

d. **Category 4.** Major medical areas within CONUS only. The EFM's medical/educational condition requires assignment to billets near major medical facilities. This can be a major MTF or a civilian TRICARE facility.

e. **Category 5.** Homestead Program. The EFM's needs are highly specialized as to complexity/severity requiring continuity of care. The member receives a long-term assignment to an area that can support multiple sea-shore rotations, typically in the geographic areas of Norfolk, VA; Jacksonville, FL; San Diego, CA; Bremerton, WA; and Washington, DC.

f. **Category 6.** Temporary category. The EFM's condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. Must be updated in 1 year to receive a permanent category or to be disenrolled.

g. Assignments are based on the information contained in the application. Information in the application needs to be current and accurate to ensure an appropriate category is assigned.

h. After making a recommendation, the CSC will forward the application to NAVPERSCOM (PERS-662F) if warranted.

6. **Final Process.** NAVPERSCOM (PERS-662F) EFM Program manager will do the following:

a. Review the application category recommendation made by the CSC and make a final determination on enrollment and category.

b. Flag the detailing record, which notifies the detailer of EFM status.

c. Review the EFM file when permanent change of station (PCS) orders are issued to ensure the availability of services at the assignment location.

7. **Updating Enrollments.** Enrollment updates are due every 3 years from the date the enrollment application is approved by NAVPERSCOM. Exceptions are as follows:

a. Category 6 (temporary category) must be updated within 1 year of enrollment.

b. There is a change in medical diagnosis or new diagnosis.

c. There is a change in early intervention or special education needs.

d. If an update is due at the time of a projected rotation date (PRD), initiate the update at least 9 months prior to PRD.

8. **Disenrollments.** Disenrollment may be requested when any of the following situations occur:

a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official.

b. Divorce or loss of custody of the enrolled family member. Forward official court ordered decrees to NAVPERSCOM (PERS-662F).

c. Death of the family member. Forward a copy of the death certificate to NAVPERSCOM (PERS-662F).

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders were already issued, overseas/remote duty suitability screening is conducted concurrent with EFM enrollment.

b. If suitability screening cannot be completed prior to transfer of the member, the member's command shall notify NAVPERSCOM (PERS-4, PERS-40, PERS-451, appropriate detailee, and PERS-662) **by message** and request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. The message will indicate whether or not EFM application has been submitted, and its status.

10. **Early Return of Exceptional Family Members.** When an EFM is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated if the medical or educational condition exceeds the availability of required services at the overseas/remote duty location. Refer to MILPERSMAN 1300-306 for additional information.